

2011-2012 ALCOHOLIC BEVERAGE LICENSE RENEWAL INSTRUCTIONS

Enclosed in this packet you will find a renewal application form for your Alcoholic Beverage license. Your license expires on April 30, 2011. Please read these instructions carefully and use the checklist on the reverse side to avoid monetary fines and possible interruption of your business.

The renewal application fee is \$100 which must be paid at the time you submit this application. We accept cash, checks, or credit cards (MasterCard, VISA, Discover, American Express) from the cardholder only. Checks should be made payable to *Montgomery County, Maryland*.

Renewal applications must be filed with the Board of License Commissioners no later than March 31, 2011. Our office is open Tuesday through Friday, from 9:00 am to 5:00 pm at 16650 Crabbs Branch Way (Second Floor – Room 203), Rockville, Maryland 20855. You are encouraged to bring the application in person. If you must mail it, make sure it is postmarked no later than March 31, 2011.

Any applications received after March 31, 2011, will be charged a \$50 late fee for each day the application is late. Please file your application early to avoid these late fees! **NO RENEWAL APPLICATIONS WILL BE ACCEPTED AFTER MONDAY, APRIL 4, 2011 !!!**

The Board of License Commissioners will meet on April 7, 2011, to approve all renewal applications. You do not need to be present at that meeting. Soon after that meeting, you will receive a letter from the Board with instructions as to when you may pick up your license and what the annual fee will be. All renewal licenses must be picked up by Friday, April 29, 2011, and displayed at your facility on May 1, 2011.

→ Any changes on your license (names of licensees, address changes, etc.) must be brought to our attention and may require additional supporting documentation. Call our office at (240) 777-1999 if you have any questions.

2011 – 2012 RENEWAL APPLICATION DEADLINES:

- **Thursday, March 31, 2011 = last day to submit renewal application without incurring late fees**
- **Monday, April 4, 2011 = last day to submit renewal application and pay late fees**
- **Friday, April 29, 2011 = last day to pick up and pay for your 2011-2012 license**
- **Sunday, May 1, 2011 = 2011 – 2012 license must be posted at your facility when you open for business**